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"Reader-friendly"

memos, letters and
reports, consist of
focused paragraphs

which are limited in
length. 1. Focusing
Paragraph Content. F.

Scott Fitzgerald said,
"Life is looked at most
successfully through a
single window." A

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paragraph is the
"window" for a single
idea. A complete
paragraph names,
explains, supports and
concludes one
idea--one ...

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Your goal as a writer is to create a "reader-friendly" paper, one that communicates your ideas clearly to your reader and that makes the task of following your discussion as effortless

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Mecklin and addressed
to the "leaders and
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man-made horrors and
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